



Town of Hilton Head Island – Planning Department

To: All sign applicants

From: Ed Drane, AIA, AICP
Urban Designer

Subject: **Sign Submission Requirements** (Article IX Sign Permits)

Minor Signs – The Administrator may approve any of the following types of signs:

1. Real estate signs
2. Project signs
3. Temporary signs
4. Signs within approved sign systems that conform to the standards of the sign system

Major Signs – All other signs shall be considered major signs and shall require approval by the Design Review Board (DRB) prior to issuance of a permit by the Administrator.

DRB Requirements:

- Include eight copies of required elements on the Sign Permit Supplemental Application form
- Completed Master and Sign Permit Supplemental Application Form
- \$50.00 Application Fee for sign systems only.
- Regular application fees apply for sign permits.

The Design Review Board meets the 2nd & 4th Tuesday of each month. Sign applications required to go to the DRB should be submitted two (2) weeks prior to meeting.

If you have questions regarding these submission requirements or if you need additional assistance, please call the Planning Information Center at (843) 341-4681.

One Town Center Court
Hilton Head Island, SC 29928
(843) 341-4681 fax: (843) 842-8908

TOWN OF HILTON HEAD ISLAND
PLANNING DEPARTMENT
SIGN PERMIT
SUPPLEMENTAL APPLICATION FORM
THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.

Please TYPE or PRINT legibly

BUSINESS NAME _____ LICENSE # _____

ARCHITECTURAL REVIEW BOARD _____

TOTAL SQUARE FEET OF GROSS FLOOR AREA OF BUSINESS _____

SIGN CONTRACTOR _____ LICENSE # _____

TYPE OF SIGN (PLEASE CHECK ONLY ONE BOX FOR EACH ROW):

1. ☐ FREE STANDING ☐ FACADE
2. ☐ NEW ☐ ALTERATION ☐ TEMPORARY
3. ☐ REAL ESTATE OR PROJECT ☐ BUILDING ☐ TENANT SPACE ☐ DEVELOPMENT
4. ☐ TOTAL # OF SIGN FACES

THIS SIGNED SUPPLEMENTAL APPLICATION FORM MUST INCLUDE ALL OF THE FOLLOWING IN ORDER TO BE ACCEPTED. THIS SUPPLEMENTAL FORM MUST BE SUBMITTED FOR EACH SIGN BEING SUBMITTED. ONLY ONE MASTER APPLICATION FORM NEEDS TO BE ATTACHED.

- ☐ APPLICATION FEE
- ☐ ACCURATE COLORED RENDERING OF THE SIGN SHOWING ALL DIMENSIONS, TYPE OF LETTERING, MATERIALS AND ACTUAL COLOR SAMPLES (WITH MATCHING PMS NUMBERS). ALL SIDES, ENDS AND TOP OF THE SIGN MUST BE SHOWN.
- ☐ **FOR A FREE-STANDING SIGN:** A SITE PLAN (1"=30' MIN.) SHOWING LOCATION OF SIGN IN RELATION TO BUILDING, PARKING, EXISTING SIGNS, AND PROPERTY LINES. SIGN LANDSCAPING MUST BE SHOWN.
FOR A FACADE SIGN: A SCALE DRAWING (1/8"=1'0" MIN.) OR PHOTOGRAPH OF THE ENTIRE BUILDING FACADE DEPICTING THE PROPOSED LOCATION OF THE SIGN AND ALL EXISTING SIGNS.
- ☐ INFORMATION AS TO HOW THE SIGN IS COMPATIBLE WITH THE BUILDING THAT IT IDENTIFIES. INCLUDING MATERIALS, COLORS AND ARCHITECTURAL FEATURES.
- ☐ LOCATION, FIXTURE DESIGN, AND LAMP WATTAGE FOR THE SIGN LIGHTING.
- ☐ FOR FREE STANDING SIGNS OVER 15 SQUARE FEET, AN LICENSED ENGINEER'S CALCULATIONS INDICATING THAT THE SIGN IS PROPERLY DESIGNED FOR DEAD LOAD AND WIND PRESSURE IN ANY DIRECTION AS REQUIRED BY THE INTERNATIONAL BUILDING CODE.
- ☐ NOTICE OF ACTION FROM ANY ARCHITECTURAL REVIEW BOARD (ARB), IF APPLICABLE.

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____
ACCEPTED BY: _____

TIME: _____
MASTER TRACKING NUMBER: _____